



City of Manchester Institute of Gymnastics
Garratt Way,
Gorton,
Manchester,
M18 8HE

Tel: 0161 223 5705
Mobile: 07802 218475

Email: info@cmig.uk
Website: www.cmig.uk

Sports Administrator (Marketing Lead)

CMIG is one of the UK's largest gymnastics clubs providing high quality gymnastics activity to children throughout the Manchester area. We have a motivated and effective team of coaches delivering gymnastics classes, camps and competition squad training to children of all abilities from the age the child can walk right through to adulthood. The club has met the challenges of the last 2 years head on and now looks to the future as we aim to strengthen and grow through increasing engagement with new and current members post pandemic.

We have an exciting opportunity for an enthusiastic and motivated individual to support our aims as our team rises to meet the challenge of growing and expanding our community base.

- You will have experience of administration and promotion with the skills and knowledge of selling/marketing to parents and children ideally in a sport/recreational activity context.
- You will have good computer skills and be willing to produce documentation such as leaflets/posters/adverts to promote our activities.
- You will also have excellent interpersonal skills and be someone who enjoys meeting and greeting new people as well as building positive relationships with our existing members.

Position: Sports Marketing Administrator

Hours: Part time [18hrs per week] – Schedule (subject to agreement) Monday to Friday 3pm to 6pm, Saturday 9am to 1pm

Salary: £ 25,000 p.a. pro rata (dependent on experience) with the potential to benefit from a bonus payment linked to membership growth

Skills, qualifications and other requirements

Essential

- The ability to build and maintain effective relationships and to communicate well with a variety of people
- An enthusiastic personality and resilience to deal with uncertainty
- An interest in developing marketing and promotion activities
- A suitable qualification or experience in business, marketing, sales or sports management or development
- Good IT and administrative skills and a high level of attention to detail
- Good planning, organising and time management skills
- The ability to work well in a team, in a dynamic and customer-focused environment
- The ability to project a positive image of sport to people at all levels.

Desirable

- An interest in sport and an awareness of the issues affecting the sector
- Full, clean driving license

All appointments will be subject to a satisfactory British Gymnastics DBS check, up to date safeguarding certification and completion of British Gymnastics membership as appropriate.

Responsibilities

As a thriving and dynamic sports club, activities can vary day to day and from week to week meaning that specific responsibilities can sometimes change to meet current aims and priorities.

Your main responsibilities will be to: -

- promote and raise awareness of our pre-school and recreational programmes
- carry out administrative duties, using the club's systems and processes
- respond to enquiries and requests for information from other organisations and members of the public
- welcome new members and meet and greet customers as and when they join/attend
- ensure administrative systems, processes and databases are efficient and well managed
- provide administrative support to managerial staff
- promote our sport to schools/local authorities/local groups
- liaise with local sports councils, regional committees and national governing bodies
- communicate to our members, the community and local sporting organisations
- advise the club on areas such as funding, promotion, sponsorship and regulations
- undertake research or collate, mapping and monitoring data
- produce promotional literature, reports and event materials and liaise with marketing and media organisations

Applications & Closing Date

If you are interested in applying for this position please send your C.V. along with a covering note detailing your suitability for the role for the attention of the Club Manager at info@cmig.uk

Applications must be received by 12pm noon on Wednesday 15th December 2021